

U.S. Embassy Lusaka, Zambia
Message for U.S. Citizens
Completing and Returning Absentee Ballots

October 3, 2012

Absentee ballots already delivered to overseas voters: Every U.S. citizen who requested an absentee ballot and selected the fax or email delivery option should have it by now. Please take steps to return your voted ballot promptly to ensure your vote will count. See instructions below.

Returning your ballot by mail: Place your completed ballot in a U.S. postage-paid envelope containing the address of your local election officials. Drop it off at the U.S. Embassy, and we'll mail it home for you without the need to pay international postage. If you cannot visit the U.S. Embassy personally, a friend or colleague can deliver it for you. If it is easier for you to use Zambia's postal system, ensure that you affix sufficient international postage, and allow sufficient time for international mail delivery. If time is tight, consider using a private courier service (e.g., FedEx, UPS, or DHL) to meet your state's ballot receipt deadline.

Completed absentee ballots can be placed in the ballot box at the consular entrance of the U.S. Embassy during business hours. U.S. citizens are also welcome to submit completed ballots directly to a consular officer from 13:00 to 17:00 Monday through Thursday and from 08:00 to 12:00 on Friday. Consular officers will send your ballot to the United States via the diplomatic pouch.

Returning your ballot by email, fax or upload: Some states allow these options but may *also* require you to mail in the signed paper ballot. Learn more at the Federal Voting Assistance Program's website at www.FVAP.gov.

Haven't received your ballot yet? Use the emergency write-in ballot: U.S. citizens who requested an absentee ballot but haven't received it should go to www.FVAP.gov to complete a Federal Write-in Absentee Ballot. Follow the above guidance for returning your ballot. If you later receive your regular absentee ballot, vote and return it immediately. Local election officials will count just one ballot per voter, and will use the regular ballot if received by your state's ballot receipt deadline.

Forgot to register or request an absentee ballot? Act immediately! There are three options:

Option #1: Register and request a ballot today using the federal post card application at www.FVAP.gov. Select the electronic ballot delivery option, include your email address (and fax number) and send it to local election officials in your state. Almost every state allows voters to submit ballots by email or fax. Once your application is processed, your ballot will be sent via fax or email depending on your state. To ensure your vote counts, vote as soon as you receive the blank ballot. Registration deadlines vary and some deadlines are as early as October 7, so check your state's requirements carefully.

Option#2: Follow the instructions in Option #1, but also complete and send in a Federal Write-in Ballot at the same time to make sure your vote is counted. This option may be the best one for first-time voters if your state requires you to submit your Federal Post Card Application by mail. Vote and submit your regular absentee ballot if/when it arrives. Local election officials will count just one ballot per voter, and will use the regular ballot if it is received by the ballot receipt deadline.

Option #3: Voters from the following states can use the Federal Write-in Absentee Ballot as a combined voter registration form, absentee ballot request, and absentee ballot: Alaska, Arizona, Arkansas, Colorado, Delaware, District of Columbia, Georgia, Hawaii, Iowa, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Montana, Nebraska, Nevada, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Virginia and Washington. (**NOTE:** The Federal Write-in Absentee Ballot must reach your local election officials by your state's absentee ballot request deadline or voter registration deadline, whichever is first.)

Returning your Federal Write-in Absentee Ballot by mail: Follow the guidance above for returning your ballot by mail.

Returning your Federal Write-in Absentee Ballot by email or fax: The following states allow voters to email or fax their completed and signed Federal Write-in Absentee Ballots to local election officials: Arizona, California (fax only), Colorado, Delaware, District of Columbia, Florida, Indiana, Kansas, Massachusetts, Mississippi, Montana, Nevada, North Carolina, North Dakota, Oklahoma, South Carolina, Utah, Washington and West Virginia. (**NOTE:** see instructions at www.FVAP.gov for faxing or emailing your completed ballot.)

Need help? You can get personal assistance from the U.S. Embassy Voting Assistance Officers by visiting the U.S. Embassy or by contacting ACSLusaka@state.gov.

Confirm your registration and ballot delivery online: Learn more at the Federal Voting Assistance Program's (FVAP) website at www.FVAP.gov.

You can stay in touch and get updates by checking the [U.S. Embassy in Zambia website](#). You can also get global updates at the U.S. Department of State's [Bureau of Consular Affairs website](#) where you can find the current [Worldwide Caution](#), Travel Warnings, Travel Alerts, and [Country Specific Information for Zambia](#). Follow us on Twitter and Facebook at the Bureau of Consular Affairs page or download our free Smart Traveler iPhone App for travel information at your fingertips. If you do not have Internet access, you can obtain current information about safety and security by calling 1-888-407-4747 toll-free in the United States, or, for callers from other countries, a regular toll line 1-202-501-4444. Respondents are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except federal holidays).

The U.S. Embassy cannot prevent you from traveling to locations despite a Travel Warning. For your personal safety and security and the peace of mind of your family and friends, it is useful for you to notify us in advance of your travel plans via the [Smart Traveler Enrollment Program](#) (STEP).

The U.S. Embassy in Lusaka is located on Ibex Hill Road, Lusaka. The Consular Section can be contacted at 0211-357-000 or via email at ACSLusaka@state.gov. For assistance after hours or in an emergency, you can contact us at 0211-357-000 or 0966-877-805.